

[DATE]

[ORGANIZATION]  
[ADDRESS]  
[CITY, STATE, ZIP]

**SUBJECT: New County Law for Employers**

Dear [NAME]:

This is an important notice of new legislation affecting all employers with 25 or more full or part-time employees located in Montgomery County's Transportation Management Districts (TMDs): Bethesda, North Bethesda, Friendship Heights and Silver Spring. On November 26, 2002, the Montgomery County Council passed legislation (Bill 32-02, which amended Chapter 42A: 20A – 30 of the County Code) to help reduce the number of drive-alone commuting trips — our main source of traffic congestion. Based on your business address, the new law may affect you. For the purpose of this law, the number of employees working on the largest shift determines the number of employees at your work site. The enclosed materials will provide further information.

There is a two-year phase-in plan for the legislation. Beginning in March 2003, employers with 50 or more employees will be affected. By January 2004, employers with 25 or more employees will be brought aboard. The basic requirements of the legislation include, but are not limited to the following:

- Implementation of a Traffic Mitigation Plan (TMP)
- Submission of an annual Report of Activities
- Participation in the County's Commuter Survey

Employers currently recognized under the County's *Smart Moves!* campaign already has in place some elements of a successful traffic mitigation plan. Staff from Montgomery County Commuter Services, the TMD serving this business location, can help put it all together into a formal TMP. In addition, our Commuter Services office stands ready to assist all employers affected by this legislation. NOTE: Employers have 90 days from the date of notification to submit a TMP. In the event of non-compliance, the law provides for certain penalties. To view the text of the law, please visit: [www.rideonbus.com](http://www.rideonbus.com), click on "New TMD Law: Bill 32-02."

We look forward to working with you to reduce traffic congestion! For additional information we have enclosed a Fact Sheet. Please call our office at 301-770-POOL (7665) or email [commuter.express@co.mo.md.us](mailto:commuter.express@co.mo.md.us) to get started on your TMP.

Sincerely,

Albert J. Genetti, Jr.  
Director

Enclosure